

Nebraska Volunteer Service Commission

VOLUNTEER POSITION DESCRIPTION

Position Title: Governor's Conference on Community Service Liaison
Multiple Positions Available



About the Nebraska Volunteer Service Commission:

The Nebraska Volunteer Service Commission strengthens Nebraska's spirit of service through partnerships, national service and volunteerism. The Commission is led by up to twenty-five Governor-appointed volunteer Commissioners and five dedicated staff.



2005 Governor's Conference on Community Service

TOGETHER

Growing a Stronger Nebraska

May 12, 2005

About the Governor's Conference on Community Service:

The Governor's Conference on Community Service exists to create an annual forum to educate, invigorate, and recognize those involved or interested in furthering the growth of community spirit and involvement within Nebraska. In the past the Conference has been a 1.5 day event, often preceded by a 1 day Pre-Conference. For 2005, the Pre-Conference has been abandoned and the Conference reduced to a 1-day event with an emphasis on providing sessions of broad interest which share tangible deliverables.

Reports To:	Debra Hartmann, Executive Director P: 471-6227 E: debra.hartmann@hhss.ne.gov
Required Competencies:	Ability to work well with others Cheerful personality Detail oriented Citizenship Issues volunteers encouraged
Position Duration:	Intermittent flexible schedule prior to May 12 May 12: 9:00 am – 4:00 pm
Key Duties:	Prior to May 12 <ul style="list-style-type: none">• Assist with processing conference registrations and tallying attendees for each of the 9 breakout sessions.• Assist with creation and compilation of conference materials for attendees On May 12 <ul style="list-style-type: none">• Assist with registration table and greeting attendees• Serve as a host for breakout sessions – introducing speakers and distributing and collecting session evaluations.